

Program B: Office of Management and Finance

Program Authorization: La. Constitution of 1974, Article 8, Sec. 2; R.S. 36:647; R.S. 17:21-27; R.S. 7(2)(c)(d) and (e); R.S. 39:29-33,1491,1494-1502,1557-1558,1572,1593-1598; R.S. 17:3971-4001; R.S. 39:75; R.S.17:10.1-10.3; R.S. 36:651; R.S. 17:354

PROGRAM DESCRIPTION

The mission of the Office of Management and Finance Program is to provide financial and informational management systems to administer educational programs and to support educational accountability.

The goals of the Office of Management and Finance Program are:

1. To provide statistical information and conduct audits.
2. To provide technology, data collection, status reports and planning activities.
3. To provide budget oversight, contract administration and asset management.
4. To ensure the integrity of financial services provided.

The Office of Management and Finance Program includes the following activities: Procurement and Asset Management, Appropriation Control, Budget Control, MFP Accountability and Administrative Transfers, Management and Budget, Education Finance, and Planning/ Analysis/ Information Resources (PAIR).

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are accomplished during FY 2001-2002. Performance indicators have two parts: name and value. The indicator name describes what is measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values shown are for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

1. (KEY) Through MFP Education Finance and Audit activity, to conduct audits of state and federal programs resulting in an estimated dollar savings to the state of \$750,000 by insuring that reported student counts are accurate.

Strategic Link: Strategy I.1.1: *To provide statistical information, produce various publications and conduct audits of state and federal programs.*

Louisiana: *Vision 2020* Link: Agency states that there is no link to Vision 2020.

Children's Cabinet Link: The DOE budget and the Children's Cabinet budget are essentially identical. Where there are funds, programs and activities in the plan, there are corresponding funds, programs and activities in the Children's Cabinet budget.

Other Link(s): Not applicable

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	State dollars saved as a result of audits ¹	\$2,000,000	\$2,062,100	\$1,500,000	\$1,500,000	\$750,000	\$750,000
K	Cumulative amount of MFP funds saved through audit function ¹	\$15,150,552	\$17,458,845	\$16,650,552	\$16,650,552	\$16,650,552	\$15,900,000

¹ FY 99-00 and 2000-01 are estimates.

2. (KEY) Through the Planning, Analysis, and Information Resources activity, to maintain Information Technology (IT) class personnel at 5% of total DOE/Local Education Agencies (LEAs).

Strategic Link: Strategy I.1.2: *To produce reports of state, district and school indicators on various aspects of elementary and secondary education; to provide leadership in new activities regarding education research, data analysis, the assessment of schools, and oversight of strategic planning; to provide information to support fiscal and programmatic initiatives by maintaining a data dictionary, standardizing and automating the data collection process, maintaining the data in a retrievable format, and interfacing with fiscal and programmatic areas to assure consistent use of definitions; to design, develop and maintain the hardware, software, and telecommunication lines.*

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K	Percentage IT personnel to total DOE/ LEAs personnel supported	Not applicable ¹	Not applicable ¹	Not applicable ¹	Not applicable ¹	4%	4%
K	Percentage of help desk calls resolved	Not applicable ¹	Not applicable ¹	Not applicable ¹	Not applicable ¹	77%	77%
S	Number of completed requests	393	3,581 ²	1,500 ³	1,500	1,200	1,200
S	Number of users supported	2,735	1,477 ⁴	1,500 ⁴	1,500	1,500	1,500
S	Number of help desk calls	6,000	9,458 ⁵	16,000 ⁶	16,000	16,000	16,000

¹ This performance indicator did not appear under Act 10 of 1999 or Act 11 of 2000; therefore it has no performance standards for FY 1999-2000 and FY 2000-2001. The agency wants to maintain Information Technology class personnel at 5% of total DOE/LEA users.

² The Department of Education notes in LAPAS, "School Accountability download request not anticipated."

³ This increase is due to WEB-accessible data and reflects downloads of information.

⁴ This decrease in number of users supported reflects the removal of duplicate user and administrator user ID's for servers that were eliminated. Also includes the removal of the Technical College user ID's. Future increase may occur as WEB-supplied products become available.

⁵ The Department of Education notes in LAPAS, "Further stabilized client servers through software upgrades, thus reducing helpdesk calls in closing this fiscal year. The largest reduction in calls was the result of moving to internet data transmissions for data collections."

⁶ This increase in number of help desk calls is due to improved documentation of calls through the implementation of new tracking software.

3. (KEY) Through the Management and Budget activity, to insure 100% compliance with statutory requirements.

Strategic Link: Strategy I.2.1: *To provide budget oversight to all administrative and state-level programs and SSD; will provide contracts administration; and will provide asset management (movable property and building operational support) to administrative and state level programs.*

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K	Percentage of applicable DOE contract dollars in compliance with Section 15.B requirements ¹	Not applicable ²	Not applicable ²	Not applicable ²	Not applicable ²	100%	100%
K	Percentage of total movable property not located	3.00%	2.33%	3.00%	3.00%	3.00%	3.00%

¹ The Department of Education notes, "Section 15.B is language in the appropriation act that require public or quasi public agencies or entities which are not budget units of the state to submit certain performance and budget information to the legislative auditor and transferring agency before funds can be remitted to those agencies/entities."

² This performance indicator did not appear under Act 10 of 1999 or Act 11 of 2000; therefore it has no performance standards for FY 1999-2000 and FY 2000-2001.

4. (KEY) Through the Appropriation Control activity, to experience less than 5 instances of interest assessment by the federal government to the state for department Cash Management Improvement Act violations.

Strategic Link: Strategy I.2.2: *To ensure the integrity of financial services provided to DOE customers through appropriate and timely release of funds, the agency of financial statements, and management of all cash/accounts for all department funds.*

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K	Interest assessments by federal government to state for Department Cash Management Improvement Act violations	0	0	1	1	5	5

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999 - 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$9,359,403	\$10,827,985	\$10,827,985	\$11,291,568	\$11,979,162	\$1,151,177
STATE GENERAL FUND BY:						
Interagency Transfers	2,250,042	3,292,467	4,292,467	4,292,467	4,306,828	14,361
Fees & Self-gen. Revenues	34,818	59,292	59,292	59,292	69,349	10,057
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	1,597,189	2,986,199	2,986,199	3,035,277	3,307,564	321,365
TOTAL MEANS OF FINANCING	\$13,241,452	\$17,165,943	\$18,165,943	\$18,678,604	\$19,662,903	\$1,496,960
EXPENDITURES & REQUEST:						
Salaries	\$6,539,761	\$7,728,709	\$6,454,950	\$6,582,462	\$6,251,288	(\$203,662)
Other Compensation	321,612	6,751	6,751	6,751	6,751	0
Related Benefits	1,927,791	2,380,842	2,014,856	2,426,585	2,363,906	349,050
Total Operating Expenses	2,424,090	4,459,814	7,069,965	6,994,616	7,501,444	431,479
Professional Services	553,061	703,734	703,734	715,456	703,734	0
Total Other Charges	1,223,872	1,818,696	1,848,290	1,885,337	2,768,383	920,093
Total Acq. & Major Repairs	251,265	67,397	67,397	67,397	67,397	0
TOTAL EXPENDITURES AND REQUEST	\$13,241,452	\$17,165,943	\$18,165,943	\$18,678,604	\$19,662,903	\$1,496,960
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	214	214	214	214	172	(42)
Unclassified	1	1	1	1	1	0
TOTAL	215	215	215	215	173	(42)

SOURCE OF FUNDING

This program is funded with the General Fund, Interagency Transfers, Fees and Self-generated Revenues and Federal Funds. The Interagency Transfers are provided through indirect cost recovery from federal programs and payments from various federal and state programs within the Department for goods and services provided including supplies, postage, evaluations, and accounting/expenditure control. The Self-generated Revenue is derived from distribution of copies of reports, documents and data. Federal Funds are provided through a grant from the National Cooperative Education Statistics System (NCESS); and the following: Title 1,2,4, and 6 of the Improving America's Schools Act of 1994; Adult Education Act; Sections 4 and 5 of the Child Nutrition Act of 1966; Sections 11 and 13 of the National School Lunch Act of 1946, as amended; Individuals with Disabilities Education Act (Parts B, C, D and H); and the Louisiana Education Achievement and Results Now (LEARN).

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$10,827,985	\$17,165,943	215	ACT 11 FISCAL YEAR 2000-2001
			BA-7 TRANSACTIONS:
\$0	\$1,000,000	0	Innovative Technology Fund
\$10,827,985	\$18,165,943	215	EXISTING OPERATING BUDGET – December 15, 2000
\$16,681	\$15,835	0	Risk Management Adjustment
\$53,500	\$67,397	0	Acquisitions & Major Repairs
(\$53,500)	(\$67,397)	0	Non-Recurring Acquisitions & Major Repairs
\$30,414	\$30,414	0	Legislative Auditor Fees
\$609,115	\$955,744	0	Rent in State-Owned Buildings
(\$65,345)	(\$65,345)	0	Maintenance of State-Owned Buildings
\$6,633	\$6,633	0	UPS Fees
(\$242,113)	(\$242,113)	(35)	Personnel Reductions
(\$7,353)	(\$7,353)	0	Civil Service Fees
\$0	\$0	(5)	Transfer of positions to Regional Service Centers for clerical staff of Title 1 Coordinators
\$0	\$0	(2)	Transfer of positions to Office of School & Student Performance for Assessment Development
\$832,827	\$832,827	0	IT related moving costs to Claiborne Building
\$25,000	\$25,000	0	Increase in rate of warehouse space on Scenic Hwy
\$387,501	\$387,501	0	Retirees Group Insurance increase
(\$46,400)	(\$46,400)	0	Nonrecur HR System Implementation
(\$195,783)	(\$195,783)	0	Nonrecur imaging costs to new building
(\$200,000)	(\$200,000)	0	Reduction in Operating Services to reflect actual expenditures
\$11,979,162	\$19,662,903	173	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$11,979,162	\$19,662,903	173	BASE EXECUTIVE BUDGET FISCAL YEAR 2001-2002
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE

\$11,979,162 \$19,662,903 173 GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 108.2% of the existing operating budget. It represents 93.8% of the total request (\$20,959,047) for this program. The increase in funding for this program is primarily attributable to the nonrecurring of imaging expenditures associated with the move to the Claiborne Building and additional funding for rent and moving costs associated with the move; additional funding for an increase in retirees group insurance; the transfer of five (5) positions to the Regional Service Centers for Title I clerical staff; the transfer of two (2) positions to the Office of Student and School Performance for assessment development; additional funds allocated for an increase in the rental rate of warehouse space on Scenic Highway; the elimination of twenty-nine (29) unfunded vacancies; and, the elimination of six (6) positions, including salaries and related benefits. Other adjustments are the result of standard statewide adjustments in Risk Management, Legislative Auditor Fees and Uniform Payroll System.

PROFESSIONAL SERVICES

\$36,425	Assist the department in evaluating, analyzing and providing recommendations for improving the school finance system
\$552,199	Deloitte Consulting - Provide assistance in research & evaluation, data analysis, public relations consultation and monitoring of implementation of data quality assurance procedures
\$75,777	Provide school assessment and improvement services for Planning and Analysis including NCES data reports
\$21,333	MFP Data Management
\$18,000	America Reads
\$703,734	TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$359,576	Legislative Auditor Fees
\$114,382	8(g) financial positions and associated salaries and related benefits for Tuition Exemption, Tuition Exemption Innovative and Textbooks programs
\$473,958	SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$664,602	Maintenance for Education building
\$968,432	Rental fees paid for use of Education Building
\$441,075	CPTP, Civil Service, Treasurer, UPS billings, Legislative Auditor
\$220,316	Transfer of indirect cost funds collections
\$2,294,425	SUB-TOTAL INTERAGENCY TRANSFERS
\$2,768,383	TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$67,397 Office equipment including computers, computer related equipment, filing cabinets and laserjet printers

\$67,397 TOTAL ACQUISITIONS AND MAJOR REPAIRS